6 COMMISSIONS

The PIARC Commissions are established by the Executive Committee and responsible to the Council through the Executive Committee. The current Commissions are:

- Strategic Planning Commission,
- Finance Commission,
- Communications Commission,
- Technological Exchanges and Development Commission,
- International Relations Commission.

The Commission for International Relations was established at the end of 2004 for the 2004-2008 cycle.

6.1 Membership

Each Commission consists of a maximum of twelve members:

- two members of the Executive Committee, appointed by the Executive Committee for a period of four years, one of whom shall be appointed Chair,
- the President of PIARC ex-officio,
- the Secretary General of PIARC ex-officio,
- the Strategic Theme Coordinators in the case of the Strategic Planning Commission,
- up to eight other members (four in the case of the Strategic Planning Commission), who may be but need not necessarily be members of the Executive Committee, appointed by the Executive Committee for a period of four years on the recommendation of the Chair of the Commission after a call for nominations made by the Secretary General.

A Vice-Chair is appointed by the Executive Committee from among the members of the Commission on the recommendation of the Chair of the Commission.

The country hosting the coming World Road Congress appoints a member to the Strategic Planning Commission.

A casual vacancy in the membership of a Commission shall be filled for the remainder of the four-year cycle in the same manner as the member being replaced.

Appointment to membership of a Commission is renewable, except that the Chair and Vice-Chair may not continue in their respective offices after they have completed one full four-year term.

Each Commission appoints its secretariat ; the General Secretariat shall provide support for the Commissions and their meetings.

6.2 Meetings

Each Commission shall meet at least twice per year.

The Chair of a Commission may convene an extraordinary meeting of the Commission at any time. The Executive Committee may also request the Chair to convene such a meeting.

Meetings of a Commission shall be chaired by its Chair or, in his absence, by the Vice-Chair.

Members of a Commission unable to attend a meeting of the Commission may appoint a substitute to attend and participate in the meeting with full rights of membership for the meeting as designated by the member in writing to the Chair.

Members of the Executive Committee who are not members of a Commission may attend meetings of that Commission and may participate in discussions at it.

The Chair may invite or permit non-members to attend meetings or specified parts of meetings of the Commission to report, to present and/or as observers.

The Secretary General (or his designated representative) must attend every meeting of the Commissions.

Travel and accommodation expenses for attending meetings for the members of the Commissions are not paid by the Association unless the member belongs to a country eligible for assistance from the Special fund.

6.3 The Role of the Chair

The Chair of each Commission is responsible for ensuring that the work of that Commission is discharged. The Chair may consult as necessary, and shall maintain close liaison with officers of the Association.

In the event that the Chair is unable to fulfil his responsibilities, the Vice-Chair shall assume the responsibilities of the Chair for the time being until the Chair is able to resume his/her responsibilities.

The Chair of each Commission shall arrange technical support for that Commission. Technical support is not the responsibility of the Secretary General, although it may be arranged through the General Secretariat and with the support of the Central Office.

To optimise the work in meetings of the Commissions, the Chairs and the Secretary General or his representative shall pay attention to good written preparation. The necessary working documents shall be sent to the members at least fourteen days before the meeting.

The Chair of each Commission, in consultation with the Vice-Chair, the Secretary General and other members of that Commission, shall determine the dates and agenda for the meetings of the Commission.

The Chair of each Commission shall report formally on its activities once per year to the Council through the Executive Committee.

The Chair of each Commission, or in his absence the Vice-Chair, shall also report on the activities, decisions and proposals of that Commission to each ordinary meeting of the Executive Committee.

6.4 Strategic Planning Commission

6.4.1 *Terms of reference*

The Strategic Planning Commission is responsible for PIARC's strategic planning process, through which it shall oversee the development and implementation of PIARC's work program in accordance with its Vision, Mission and Values.

In order to maintain an effective strategic planning process, the Commission shall draw up a four-year plan of action to be implemented through its Strategic Themes, Technical Committees, other partners and particularly the Secretary General.

The plan of action shall include the following aspects:

1. Maintenance of PIARC's formal strategic planning process through the development of a strategic planning calendar for the four-year cycle, paying particular attention to issues of continuity between consecutive cycles
2. Overseeing development of the work program for the four-year cycle from the Strategic Plan
3. Monitoring implementation of PIARC's Strategic Plan and work program on a regular basis throughout the four years
4. Overseeing revisions to the work program during the four-year cycle
5. Revision of PIARC's Strategic Plan for the next four-year cycle, in accordance with the calendar, and involving an extensive consultation process
6. Review of PIARC's structure – Commissions, Strategic Themes and Technical Committees – needed to deliver the Strategic Plan
7. Overseeing the planning and development of strategic direction sessions for the World Road Congress and the International Winter Road Congress
8. Such other projects and tasks as the Executive Committee assigns to the Commission from time to time.

6.5 Finance Commission

6.5.1 *Terms of reference*

The Finance Commission is responsible for developing and overseeing the implementation of a financial management strategy for PIARC. The Commission is also responsible for supervising the accounting system of the Association, the allocation of funds to its various activities and making recommendations on any such matters.

The Finance Commission shall also undertake other projects and tasks as assigned by the Executive Committee from time to time.

In order to establish appropriate accounting documents, namely: income statement, compared balance sheet, stock portfolios and business plan, the European minimum normalised accounting plan will be followed by the Secretariat General.

6.5.2 *Finance strategy and plan of action*

In order to carry out its role and fulfil its responsibilities, the Commission shall draw up a four-year finance strategy and plan of action to be implemented by the Secretary General. To do so, the Commission shall:

1. Make an analysis of the current and exceptional incomes and expenses over the past years;
2. Identify the cost of the projects run by the Association;
3. Prepare a multi-annual cash flow plan, taking into account the possible financial help from government and other organisations;
4. Control the profitability of PIARC assets in different countries;
5. Propose membership fees;
6. Propose rules on financial assistance for the Committees and Working Groups;
7. Propose rules on financial assistance for official representations;
8. Oversee the management of the Association funds.

Regarding the World Road Congress and the International Winter Road Congress, the Commission shall:

- Contribute to the definition of the terms of reference for the future events;
- Review the budget proposals and proposals for Congress fees from the host country and make recommendation to the Executive Committee for submission to Council, including proposals for the repartition of net Congress receipts between the host country and PIARC;
- Analyse and report to Council through the Executive Committee on the consolidated accounts of these events after completion.

6.5.3 *Operating rules*

The members of the Finance Commission must respect the confidentiality of the Association's accounts.

<u>Meetings of the Commission</u>

The Finance Commission should have its meetings at least twice a year:

- once in the first semester, to oversee the accounts of the past year,
- once in the second semester, before the meeting of the Council to oversee execution of the budget of the on-going year and prepare the budget for the following year for proposals made to the Executive Committee and the Council.

<u>Relationship with the external and the internal auditors</u>

The professional external auditor is commissioned by the Secretary General to review the accounts of the past year and to provide the Association with recommendations regarding its financial management. A copy of his annual report is sent by the Secretary General to the members of the Commission, prior to the first semester meeting of the Commission.

The professional external auditor can be invited by the Commission to attend its meetings.

The internal auditors carry out in total independence their investigations in order to produce the annual report to Council. The internal auditors receive a copy of the report of the professional external auditor. A meeting is arranged at the Association central office by the General Secretariat for the internal auditors, for them to examine the accounting documents and to question the General Secretariat. The internal auditors can invite the professional external auditor to their meetings.

The internal auditors are invited by the Commission to attend its meetings.

6.6 Communications Commission

6.6.1 *Terms of reference*

The Communication Commission is responsible for development of the communication policy and a communication strategy for PIARC in accordance with its Vision, Mission and Values, and for oversight of their implementation. The Commission also supervises the Routes/Roads magazine and the Committee on Terminology and Translation Assistance.

In order to establish an effective communication strategy, the Commission shall study and draw up a four-year plan of action to be implemented through First Delegates, National Committees, Technical Committees, the Secretary General and other bodies of the Association.

The plan of action shall cover the communication elements of the following aspects:

1. The role of PIARC as a world forum for the exchange of information and technologies
2. The missions of PIARC as a leader in the field of roads and road transport
3. The results of the works of the Technical Committees of PIARC and other competent bodies
4. The products intended for the professionals of the road community as a whole
5. Any proposals intended to strengthen the action and image of the Association or its partners
6. Such other projects and tasks as the Executive Committee assigns to the Commission from time to time.

The Commission shall oversee any action taken in the domain of communication by another body of the Association.

6.6.2 *Routes/Roads Magazine*

The Communication Commission supervises the Routes/Roads magazine. It ensures that the different communication media used are complementary and consistent.

The Communication Commission is responsible for conducting evaluation surveys with the readers of the magazine (at least one survey every four years). From these surveys, the Commission derives suggestions for improving the magazine and for better responding to the needs and expectations of the readers.

The Secretary General is responsible for the editorial content of the magazine and reports to the Communication Commission on the planned program of articles for future editions.

The assessment of the draft articles is the responsibility of the Secretary General who draws on the expertise of the Technical Committees and other chosen experts.

6.6.3 *The Terminology and Translation Assistance Committee*

The revision of the PIARC Technical Dictionary of Road Terms and the PIARC Lexicon of Road and Traffic Engineering is an ongoing activity of the Association.

This activity is performed under the responsibility of the Committee on Terminology and Translation Assistance, using a dedicated application on line on the Internet website of the Association. The Chair of this Committee is the manager of this application.

Each Technical Committee shall appoint a "terminology correspondent" whose task is to revise terminological information and to enhance these documents within their areas of expertise (Section 7.5.7).

Similarly, each PIARC member country may designate a "terminology correspondent" whose task is to translate and/or revise terminological information in the language of their country.

6.7 Technological Exchanges and Development (TED) Commission

6.7.1 *Terms of reference*

The TED Commission is responsible for the development of the technological exchanges and development policy and a technological exchanges and development strategy for PIARC in accordance with its Vision, Mission and Values. In order to establish an effective technological exchanges and development strategy, the Commission shall study and draw up a four-year plan of action to be implemented through the various partners and particularly the General Secretariat.

The plan of action shall cover the technological exchanges and development elements for the following aspects:

1. The Commission shall oversee the management of PIARC Seminar programme. The Commission will provide guidance on the nature, characteristics and structure of each seminar, and draw conclusions.
2. The Commission shall formulate policies for, and manage the establishment of Technology Transfer Centres (TTCs). The Commission shall evaluate requests from eligible countries for establishment of TTCs. It will assist TTCs with the organisation of annual conferences and evaluate yearly activities of the TTCs.
3. The Commission shall formulate policies for the World Interchange Network (WIN) aimed at the sustainable development of the WIN and shall evaluate WIN's activities.
4. The Commission shall oversee the use of PIARC Special Funds by representatives from developing countries.
5. The Commission shall encourage the use of pavement management systems tools such as the HDM-4 for evaluation of road projects and to enhance PIARC's contribution in the development of such pavement management systems for road professionals.
6. The Commission shall work with Technical Committees to identify projects within their work programs relevant to developing countries and countries in transition. The Commission will provide Technical Committees with information regarding preparation of documents or products to be used in less developed countries.

7. The Commission shall consider strategies for evaluating the non-economic needs and benefits of road infrastructure in developing countries and countries in transition, and will also consider other issues such as:
    - Education;
    - Institutional capacity building;
    - Sustainable road infrastructure financing capacity;
    - Governance and corruption issues;
    - Non-motorised road transport.
8. The Commission shall undertake such other projects and tasks as the Executive Committee assigns to it from time to time.

The Commission shall nominate individuals to act as representative of PIARC developing country members to other organisations working in the field of transport sector knowledge management for developing countries if so requested.

6.8 Commission on International Relations

6.8.1 *Terms of reference*

The Communication on International Relations is responsible for development of the number of members, for enhancing the level of activity and participation of present members and for development of tighter relations with international organizations active in the fields of road and road transport.

In order to establish an effective relation strategy, the Commission shall study and draw up a four-year plan of action to be implemented through First Delegates, National Committees, Technical Committees, the Secretary General and other bodies of the Association.

The plan of action is still to be developed.